

*Christopher L. Austin*  
Clerk



*United States Bankruptcy Court  
Eastern District of Wisconsin  
Office of the Clerk*

*126 U.S. Courthouse  
517 E. Wisconsin Ave.  
Milwaukee, WI 53202-4581  
414-297-3291  
FAX 414-297-4040  
www.wieb.uscourts.gov*

**The following options are available to view case files retired to the Federal Records Center:**

**OPTION #1      CLERK'S OFFICE ORDERS THE FILE, REQUESTOR MAKES COPIES**

- < The fee to request a case file from the Federal Records Center is \$25.00.
- < Fill out the attached form and return to a deputy clerk.
- < The requestor may make copies of the file for \$.25 per page at the copy machine located in the public area of the file room.
- < Certified copies are \$5.00, per certification.

**OPTION #2      CLERK'S OFFICE ORDERS THE FILE, A DEPUTY CLERK MAKES COPIES**

- < The fee to request a case file from the Federal Records Center is \$25.00.
- < Fill out the attached form and return to a deputy clerk.
- < A deputy clerk will make the copies at \$.50 per page.
- < Certified copies are \$5.00, per certification.
- < All fees must be paid at the time of requesting the file.

**OPTION #3      REQUESTOR GOES TO THE FEDERAL RECORDS CENTER TO VIEW A FILE**

- < The clerk's office will provide the requestor the box, accession and location numbers for the case file, free of charge.
- < The requestor then schedules an appointment to view the case file at the Federal Records Center, located in Chicago, IL. Contact the Federal Records Center at 773-581-7816, to schedule an appointment.  
Note: you must obtain the box, accession and location numbers from the Bankruptcy Clerk's Office prior to contacting the Federal Records Center.

**REFUND POLICY**

- < The Bankruptcy Clerk's office **will not** refund the retrieval fee of \$25.00 if the fee has been receipted by the cashier.
- < If the Federal Records Center cannot locate a file, \$10.00 of the \$25.00 retrieval fee may be refunded. \$15.00 of the \$25.00 is non-refundable as this fee will be applied to the search for records.

The file you have requested, case number \_\_\_\_\_ is to due arrive in our office in approximately two weeks. Please call (414) 297-3291 on \_\_\_\_\_, to confirm if the file has arrived from the Federal Records Center. Files retrieved from the Federal Records Center are retained by this office for a period of two weeks. If you are unable to view the file in that time period, please call and we can make arrangements to hold the file for a longer period of time.